

**APPROVED MINUTES OF THE MAY 22, 2017 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, Tracey Wood, Ed Reniker, Patrick Fogarty, Eva Freund, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Art Quintana, George Monge

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The meeting was called to order at 7:00 p.m. by Chairman Pellegrin

Minutes from the April 24, 2017 meeting were approved without amendment

**Cyber Security for Small Business**

- Avery Church representing the Fairfax County Office of Emergency Management presented on Business Continuity Management (BCM), as it pertains to identifying potential cyber threats and implementing preventative measures
- Action Item:
  - DPMM to send the OEM presentation to the SBC

**Vendor Forum Proposed Keynote Speakers & Panelists**

- Tom Janson provided an update on proposed Vendor Forum speakers, panelists, and topics
- Handouts (Status Report) were provided during the update, and contained a list of potential speakers and panelists

**Committee Reports**

**Communications**

- Commissioner Reniker submitted his draft of the Strategic Plan for the SBC and awaits feedback
- The SBC group photo may be a cobbling of individual shots. Decision by all commissioners pending

**Community Business Partnership**

- No report

**Economic Advisory Council**

- Commissioner Hebron attended its latest meeting that focused on the issues related to repurposing aging buildings in the County and STEM opportunities for students

**Education and Outreach** – No report

**Executive** – No report

**Legislative and Policy**

- May Newsletter was submitted by Cyrus Sobhani, and was distributed at the meeting

**Media Productions**

- Commissioner Wood advised that additional interviews will be recorded including ones featuring Commissioners Hebron and Sobhani
- Action Item:
  - SBC to notify Commissioner Wood for scheduling future recordings

**Office of Emergency Management** - No report

**Ombuds** – No report

**Strategic Planning**

- Commissioner Reniker proposed sending out a draft of the Strategic Plan; the objectives need further work and input
- Strategic Plan was structured for long-term focus and advised that feedback from the SBC on the is still encouraged

**Transparency**

- The Auditor of the Board will report to the Audit Committee on 6/13

**Vendor Comments Board** – No report

**Vendor Forum**

- Updated pictures of individuals who help organize the Vendor Forum was proposed by Commissioner Powell
- Additional panel on helping small businesses advertise was mentioned by commissioner Powell

**Old Business**

- The charter and by-law update is currently being processed and will be brought up at a future meeting
- Follow up on distribution of Annual Report to the Chambers of Fairfax County.

**Staff Report**

- One Fairfax initiative presented by Cathy Muse. Policy document finalization pending
- Cathy Muse discussed the potential of local governments becoming part of a community health building initiative; how to deliver Human Services in individual communities

**Action Items**

- DPMM to send the OEM presentation to the SBC

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- SBC to notify Commissioner Wood for scheduling future recordings

**Adjournment** – Chairman Pellegrin adjourned the meeting at 8:35 p.m.